

## **Adobe Acrobat Versions 3.x, 4.x and 5**

Many of you might be using Adobe Corporation's Acrobat PDF (Portable Document Format) conversion software. These versions (versions 3.x, 4.x or 5) have been extensively tested and evaluated for compatibility with CM/ECF and have passed with flying colors. If you wish to review or store PDF documents, Version 3.x, 4.x and 5 are both downward and upward compatible, i.e., a PDF document created with Version 5 can be reviewed with a Version 4.x reader and Version 4.x document can be reviewed with a Version 5 reader.

Adobe Acrobat Version 5 offers two packages ("drivers"), Acrobat 5 Distiller and Acrobat 5 Writer, for converting documents to PDF. The standard installation process only loads the Distiller package and the user must do a "custom install" and choose the Adobe Writer 5. Adobe PDF Writer is the proper choice to use when converting your files to PDF. It will convert your files significantly faster and produces significantly smaller PDF files than the Adobe Distiller version.

In addition, there are several special features and enhancements which CM/ECF filers should avoid, in particular, the password protection "security" option, and the restrict printing option.

## **ADOBE ACROBAT 6 COMPATIBILITY ISSUES**

For Adobe Acrobat 6 to create PDF documents that will work effectively with CM/ECF several settings must be modified from Acrobat's default settings.

Please take the following simple steps to reconfigure Acrobat 6:

- STEP 1**            Click the Windows START button on the bottom left of your screen
- STEP 2**            Click PROGRAMS
- STEP 3**            Click ACROBAT DISTILLER 6.0
- STEP 4**            In the Default Settings field select SMALLEST FILE SIZE
- STEP 5**            Click the SETTINGS pull-down menu
- STEP 6**            Click EDIT ADOBE PDF SETTINGS
- STEP 7**            Click the GENERAL tab, select ACROBAT 4.0 in the compatibility field and set the resolution to 200 DPI
- STEP 8**            Click the FONTS tab; check the EMBED ALL FONTS box
- STEP 9**            Click SAVE AS and accept the default name; click OK and close Acrobat Distiller by clicking the "X" in the upper right corner of the program.

**NOTES:**            DO NOT use the Adobe icon within MS Word or WordPerfect to convert word processing files to PDF. To create the smallest file, you must click FILE, PRINT, ADOBE PDF.